

# **Agenda for the Human Resource Directors Advisory Committee Meeting**

***Date: October 30, 2015***  
***Time: 10:00 a.m. – 1:00 p.m.***

1. Welcome and Introductions
2. Update on rule change to section 250.60 of the Code (Rule of Three)
  - a) Published in Illinois Register on September 25, 2015 to begin 1<sup>st</sup> Notice Period
  - b) 1<sup>st</sup> Notice Period Ends November 9, 2015
  - c) Effective January 1, 2016
3. Update on adopted rule change to section 250.50 of the Code (Residency)
  - a) Notice of Adopted Amendments published in Illinois Register on October 9, 2015
  - b) Effective December 1, 2015
4. Discussion regarding proposed Procedure Manual Changes
  - Examination Procedures Manual
    - Verification of Experience Requirements – Section 2.3
  - Classification Procedures Manual
    - Specialized Position Certification – Section 4.4
    - Other Procedural Implications – Section 4.5
  - Employment and Separation Procedures Manual
    - Order of Names on Active Register (by class) – Section 1.2
    - Certification – Section 1.5
5. Discussion on proposed rule changes to section 250.30 and 250.50 of the Code
6. Applicant information in E-Test
7. Discussion regarding the demonstration project for the “Rule of Three”
8. Discussion regarding the demonstration project for the “Sponsored Programs”
9. Discussion regarding when a probationary period is complete
10. Discussion regarding pay rates/pay ranges
11. Discussion of custom classes expansion
12. Discussion of reassignments and transfers

13. Update on the Police Series Assessment Center Revisions
  - a) Reinstate Corporal class and examination
  - b) New Police Officer examination
14. Discussion regarding a possible statute or rule change to allow city police to transfer to university police
15. FLSA changes as it relates to the Merit Board Policy Relating to Employee Benefits
16. Discussion regarding Clerical C-JASI Results
17. Report of the Executive Director
  - a) Agency Budget/Staffing Update
  - b) Classification Plan Update
    - I. Elimination of typing requirements
    - II. Clerk and Office Support Series Revisions
  - c) Audit Program Update
  - d) Legal update
18. 2016 Meeting Dates
  - Friday, January 22, 2016
  - Friday, April 29, 2016
  - Friday, July 29, 2016
  - Friday, October 28, 2016
19. Other items as presented

# 2015

# ILLINOIS

## REGISTER

Rules of  
Governmental Agencies



Volume 39, Issue 39

September 25, 2015

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## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

## NOTICE OF PROPOSED AMENDMENT

- 1) Heading of the Part: State Universities Civil Service System
- 2) Code Citation: 80 Ill. Adm. Code 250
- 3) 

<u>Section Number:</u>	<u>Proposed Action:</u>
250.60	Amendment
- 4) Statutory Authority: 110 ILCS 70
- 5) A Complete Description of the Subjects and Issues Involved: Sections 250.60(a)(2) is amended for a minor technical change. The primary change to section 250.60(d) is to allow for an expanded pool of candidates for promotional and original entry registers from the top three persons to the top three scores in accordance with PA 99-97.
- 6) Published studies or reports, and sources of underlying data, used to compose this rulemaking: None
- 7) Will this rulemaking replace an emergency rule currently in effect? No
- 8) Does this rulemaking contain an automatic repeal date? No
- 9) Does this rulemaking contain incorporations by reference? No
- 10) Are there any other rulemakings pending on this Part? Yes

<u>Section Number:</u>	<u>Proposed Action:</u>	<u>Illinois Register Citation:</u>
250.50	Amendment	February 13, 2015; 39 Ill. Reg. 2267
- 11) Statement of Statewide Policy Objective: This proposed amendment will not create or expand a State mandate.
- 12) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Interested persons may submit written comments on this proposed amendment within 45 days after the date of publication to the *Illinois Register*:

Mari Martinelli  
Legal Counsel Manager  
State Universities Civil Service System  
1717 Philo Road, Suite 24

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- 13) Initial Regulatory Flexibility Analysis:
- A) Types of small businesses, small municipalities and not-for-profit corporations affected: None
  - B) Reporting, bookkeeping or other procedures required for compliance: None
  - C) Types of professional skills necessary for compliance: None
- 14) Regulatory Agenda on which this rulemaking was summarized: The need for this rulemaking was not anticipated when the Agendas were published.

The full text of the Proposed Amendment begins on the next page:

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

## NOTICE OF PROPOSED AMENDMENT

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES  
SUBTITLE A: MERIT EMPLOYMENT SYSTEMS  
CHAPTER VI: STATE UNIVERSITIES CIVIL SERVICE SYSTEMPART 250  
STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Section	
250.5	Definitions
250.10	Purpose, Adoption, and Amendment of Rules
250.20	The State Universities Civil Service System and its Divisions
250.30	The Classification Plan
250.40	Military Service Preference, Veterans Preference
250.50	Examinations
250.60	Eligible Registers
250.70	Nonstatus Appointments
250.80	Status Appointments
250.90	Probationary Period
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250.110	Separations and Demotions
250.120	Seniority
250.130	Review Procedures
250.140	Delegation of Authority and Responsibilities
250.150	Training
250.160	Suspension of Rules

AUTHORITY: Implementing and authorized by the State Universities Civil Service Act [110 ILCS 70].

SOURCE: Rules: State Universities Civil Service System, approved January 16, 1952, effective January 1, 1952; amended at 3 Ill. Reg. 13, p. 68, effective April 1, 1979; amended at 4 Ill. Reg. 10, p. 262, effective February 25, 1980; amended at 6 Ill. Reg. 2620, effective February 22, 1982; amended at 6 Ill. Reg. 7236, effective June 3, 1982; amended at 8 Ill. Reg. 4948 and 4950, effective March 29, 1984; codified at 8 Ill. Reg. 12936; amended at 8 Ill. Reg. 24732, effective December 6, 1984; amended at 9 Ill. Reg. 17422, effective October 23, 1985; amended at 11 Ill. Reg. 8942, effective May 8, 1987; amended at 12 Ill. Reg. 3457, effective February 1, 1988; amended at 12 Ill. Reg. 17079, effective October 7, 1988; amended at 13 Ill. Reg. 7324, effective May 1, 1989; amended at 13 Ill. Reg. 19427, effective February 6, 1990; amended at 18 Ill. Reg. 1901, effective January 21, 1994; amended at 20 Ill. Reg. 4440, effective February 29, 1996;

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amended at 30 Ill. Reg. 17384, effective October 23, 2006; amended at 31 Ill. Reg. 15848, effective November 13, 2007; amended at 32 Ill. Reg. 17268, effective October 16, 2008; amended at 33 Ill. Reg. 11644, effective July 22, 2009; amended at 36 Ill. Reg. 6014, effective April 6, 2012; amended at 37 Ill. Reg. 419, effective December 26, 2012; amended at 39 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

**Section 250.60 Eligible Registers**

- a) Establishment of Registers
  - 1) The employer shall establish three kinds of registers in each place of employment in accordance with this Part: reemployment, promotional, and original entry.
  - 2) ~~On a monthly basis, or as designated, the~~ The employer shall file with the office of the Executive Director a list ~~on a quarterly basis~~ containing name, class, date of examination, examination number and score of all candidates, and these records shall constitute the master record of examinations taken by the applicants of the System for that employer.
- b) Composition of Registers
  - 1) Reemployment registers shall contain names of status employees who have been laid off through reduction in force or who, because of reallocation or reclassification of positions or other causes not prejudicial to the service, have failed to gain eligibility in the new class or who have chosen not to qualify in the new class. The registers shall have the appropriate names listed according to class and in the order of seniority as earned up to the date of eligibility for a position on the reemployment register.
  - 2) Each lesser unit shall have its own reemployment register.
  - 3) Promotional registers shall be by class and shall contain names in the following categories and order:
    - A) Listed in order of total service in the class:
      - i) names of employees with status appointments, after having

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- been certified from the promotional register, who have been laid off during the probationary period through reduction in force, with credit for total service as of date of layoff; or
- ii) names of employees with status appointments, after having been certified from the promotional register and who, during the probationary period, have failed to gain eligibility following reallocation or reclassification of positions, with credit for total service as of date of ineligibility; or
  - iii) names of current employees reinstated by total service in accordance with subsection (j)(4).
- B) Listed in order of promotional examination scores: names of successful candidates in accordance with Section 250.50(b).
- 4) Original entry registers shall be by class and shall contain names in the following categories and order:
- A) Listed in order of total service to the employer: names of employees who have been, or who may be, separated from status appointments, after completion of at least six months of service to the employer, resulting from a permanent abolishment of a functional service, provided that not later than 90 days after the abolishment of the service, they have qualified for, and have received a passing score on, an original entry examination for the class.
  - B) Listed in order of total service in the class:
    - i) names of employees with status appointments, after having been certified from the original entry register, who have been laid off during the probationary period through reduction in force, with credit for total service as of date of layoff; or
    - ii) names of employees with status appointments, after having

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been certified from the original entry register and who, during the probationary period, have failed to gain eligibility following reallocation or reclassification of positions, with credit for total service as of date of ineligibility; or

- iii) names of current employees reinstated by total service in accordance with subsection (j)(4).
- C) Listed in order of total service in the class:
  - i) names of former employees restored by total service in accordance with subsection (j)(5); or
  - ii) names of employees seeking transfer, listed according to total service as of date of request for transfer.
- D) Listed in order of original entry examination scores: names of successful candidates in accordance with Section 250.50(b) and employees seeking transfer in accordance with Section 250.100(c)(3).
- c) Precedence of Registers. For appointment purposes, registers shall have precedence in the following order: reemployment, promotional, and original entry.
- d) Certification from Registers
  - 1) Reemployment in positions shall be made in accordance with the register, with highest seniority taking precedence. From a reemployment register, the employer shall certify only one name for appointment.
  - 2) From the promotional register or original entry register, the employer shall certify the candidates with the three ~~names standing~~ highest scores on the register at the time the vacancy is declared, or as otherwise provided under subsection (d)(3).
  - 3) When ties in scores exist on an original entry register or promotional register for a class, all candidates with a tie score, and hence of the same



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relative excellence, shall be equally eligible to be considered as one of the available candidates certified from the register. ~~No person on the register shall be eligible or available for certification as one of the three persons standing highest on the register if three or more persons are eligible at a higher score level as a result of tie scores.~~ The employer shall conduct an ~~a personal~~ interview with, and shall consider, all candidates certified from the register in this manner prior to making its recommendation for selection, except that a single selecting official for the employer shall not be required to interview more than once the same candidate, as currently certified from the register, for a position of the same class.

- 4) If a total of three candidates are ~~names is~~ not available from the promotional register and/or original entry register, the employer shall certify those listed, and in addition may refer enough other candidates so that the employing officer has the choice of three candidates for the position. Such additional candidates as are necessary to provide the employing officer with a choice of three must be qualified for the class of the position to which referred and may be employed in accordance with Section 250.70(b)(1) and Section 250.90(b)(6).
- 5) A promotional register and/or an original entry register becomes closed for the purpose of certification of the names of candidates to a particular vacant position at a time established by the employer. Once this time has been established, it must become a matter of record, and it cannot be changed unless, when this time is reached, the employer is unable to provide to the selecting official three candidates from the promotional register and/or original entry register, and the selecting official wishes to interview three candidates prior to filling a position, whereupon a new date must be established in accordance with the aforementioned procedure. The selecting official shall interview from the registers, for any one vacancy, in accordance with the provisions of subsection (d)(3).
- 6) Candidates on an eligible register may be referred concurrently to more than one vacancy in the appropriate class, if, in the judgment of the employer, the procedure is needed to speed up employment transactions. Total referrals to a vacant position are to be limited to the candidates with the top three scores ~~available candidates~~, or in accordance with the provisions of subsection (d)(3).

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- 7) The name of a candidate on a register, who at the time of induction into military service is an employee of an employer under the University System, shall be placed in suspension until the termination of military service, at which time his/her name shall be reactivated on the appropriate register in the order of his/her score on the original examination, providing the register of the class has not been voided during the period of his/her military leave.
  - 8) In making a selection from among those candidates with the top three scores ~~names~~ certified from ~~standing highest on~~ the register, and in accordance with the provisions of subsection (d)(3), the employer shall not discriminate because of race, color, religious or political affiliation, or because of age or sex, when the reasonable demands of the position do not require such a distinction.
  - 9) The Executive Director may authorize specialized position certification for eligible register candidates or incumbents who possess special and identified qualifications that ~~are previously have been established as~~ job-related requirements for a specific position, as well as being fully qualified for the class. Upon certification ~~Certification~~ from a register, candidates with shall be made from the top three scores ~~scoring candidates~~ who possess the established specialized requirements shall be referred for interview.
- e) Acceptance of Candidates. The employer shall record the appointment of the candidate selected, and shall return the names passed over to the appropriate eligible register for future certification.
- f) Registers by Places of Employment
- 1) Applicants applying for examinations will be asked to specify places of employment at which they will accept employment, except as provided for in subsection (f)(4), and a statement of that place of employment preference shall constitute a refusal by the candidate of employment at other places of employment. The statement of limited availability shall not constitute a refusal to accept an offer of employment as defined in subsection (g)(5), or employment in the place or places of employment in which the candidate declares himself/herself available for employment. A candidate may amend his/her statements of availability at any time while



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his/her name is on a register.

- 2) Following examination, a candidate may request the transfer of an active passing original entry examination score to a place of employment other than the one at which he/she originally wrote the examination.
  - 3) Following examination, a candidate may request the transfer of an active passing promotional examination score to any place of employment within his/her employing institution or agency.
  - 4) In an institution with multi-campus operations, in which a central administrative unit has been established by the Merit Board as a separate place of employment, promotional registers and original entry registers for that place of employment shall be an amalgamation of all promotional registers and original entry registers, respectively, of all places of employment established for that institution.
- g) Mandatory Removal of Names from Registers. The employer shall remove the names of candidates from the reemployment registers, original entry registers and promotional registers for the reasons set forth in subsections (g)(1) through (9). The reasons are:
- 1) Certification from the register to a status position in a specific class and acceptance of a status appointment in that position and class.
  - 2) Death of the candidate.
  - 3) Receipt of proof or determination by the Merit Board that the candidate lacks any of the required qualifications, or is subject to rejection for any cause specified in Section 250.50(c).
  - 4) Receipt by an employer of a written request from the candidate to remove his/her name from a register.
  - 5) Refusal, without reasonable cause, to accept three offers of status appointment by the candidate.
  - 6) Resignation of the candidate from a status position.

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- 7) Attempt by a candidate to practice any deception or fraud in connection with an examination or application for employment.
  - 8) When a change in class or testing standards or another classification plan change requires removal. In this instance, specific guidelines for the removal of names from registers shall be provided by the University System.
  - 9) From promotional registers at the termination of the leave of absence from a position in his/her former class when a candidate accepts a position in a class outside the promotional line of the applicable registers.
- h) Permissive Removal of Names from Registers. The employer may remove the names of candidates from original entry registers and from promotional registers for the reasons set forth in this subsection (h). Names of candidates may be removed from reemployment registers for the reasons set forth in subsections (h)(1) through (7). The reasons include, but are not limited to, the following:
- 1) Failure of a candidate to report for work without good cause within the time prescribed by the employer, after accepting a status or a temporary appointment.
  - 2) Leaving the service of any employer served by the University System by an employee with a status appointment.
  - 3) Failure to reply to the employer within seven calendar days immediately following an offer of a status or a temporary appointment by an employer.
  - 4) Notice by postal authorities of their inability to locate the candidate at his/her last known address, or verbal notice from the owner or occupant of the premises that the candidate is no longer at his/her last known address and that no forwarding address has been provided.
  - 5) Failure of a candidate, upon request, to furnish written evidence of availability for employment.
  - 6) Failure, without reasonable cause, to reply to the employer or appear for an interview within a reasonable time prescribed by the employer, when the employer has mailed either a notice of a vacancy in a status or

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temporary position or a letter of interest to the candidate's last known address.

- 7) Upon the candidate's acceptance of a promotion.
- 8) Failure of a candidate to be selected for employment after four referrals for a status appointment in the same class.
- 9) When candidates' names have remained on original entry registers for two consecutive years following date of most recent examination, or following date of original entry restoral on the basis of service or seniority in accordance with subsection (j)(3), (4), or (5).
- 10) In classifications identified by the Executive Director and approved by the Merit Board, upon the expiration of the designated timeframe specified in a formal position vacancy posting. Classifications to be included under this provision shall be determined by, but not limited to, an evaluation of the following factors: occupation area, employment and turnover rates, pre-employment screening protocols utilized, operational needs and trends, and/or other special circumstances and justification.
  - i) Notification of Candidates of Removal of Names from Registers. Candidates whose names are removed from reemployment registers, promotional registers, and/or original entry registers in accordance with subsections (g) and (h) shall be notified in writing by the employer and provided the reason for the removal.
  - j) Restoration of Names to Registers. The employer may return to an appropriate register:
    - 1) Within one year after the date of removal, any name removed from a register for the reasons set forth in subsections (g)(3) or (4), or in subsection (h).
    - 2) Any name to a reemployment register as provided for in Section 250.110(b)(3)(G)(i).
    - 3) Any name of an employee to an original entry register or to a promotional register who has qualified by examination and who has been laid off during his/her probationary period, in the order of length of service in the

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class determined in accordance with Section 250.90(b)(4) and (5).

- 4) The name of a current employee who has been previously employed in a class for which restoral is being requested by service and/or seniority in that former class.
- 5) The name of a former status employee who resigned or otherwise has been separated from employment in good standing and who, within one year after resignation or separation from employment, requests restoration to a register shall, upon approval of the employer, be restored on the original entry register in accordance with seniority earned as of the date of resignation or separation as determined in accordance with Sections 250.90(b)(5) and 250.120(e). The former employee may be required to pass physical tests or other tests required by this Part to determine fitness at the time of restoral. Seniority earned prior to resignation shall be restored.

(Source: Amended at 39 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

# 2015

# ILLINOIS

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Rules of  
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**Editor's Note:** The Secretary of State Index Department is providing this opportunity to remind you that the next filing period for your Regulatory Agenda will occur from October 15, 2015 until January 4, 2016.

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## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

## NOTICE OF ADOPTED AMENDMENT

- 1) Heading of the Part: State Universities Civil Service System
- 2) Code Citation: 80 Ill. Adm. Code 250
- 3) Section Number: 250.50      Adopted Action: Amendment
- 4) Statutory Authority: 110 ILCS 70
- 5) Effective Date of Rule: December 1, 2015
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? No
- 8) A copy of the adopted rule, including any material incorporated by reference, is on file in the Agency's principal office and is available for public inspection.
- 9) Notice of Proposal published in the *Illinois Register*: February 13, 2015; 39 Ill. Reg. 2267
- 10) Has JCAR issued a Statement of Objection to this rulemaking? No
- 11) Differences between Proposal and Final Version: The following changes have been made: in Section 250.50(b)(6) the statement "requiring highly technical or professional qualifications" was removed; in Section 250.50(b)(6) the "90" calendar days was changed to "180" calendar days; and in Section 250.50(b)(5) the word "Disability" was changed to "Disabilities".
- 12) Have all the changes agreed upon by the Agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will this rulemaking replace any emergency rule currently in effect? No
- 14) Are there any rulemakings pending on this Part? Yes

<u>Section Number:</u>	<u>Proposed Action:</u>	<u>Illinois Register Citation:</u>
250.60	Amendment	39 Ill. Reg. 13175; September 25, 2015

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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## TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES

## SUBTITLE A: MERIT EMPLOYMENT SYSTEMS

## CHAPTER VI: STATE UNIVERSITIES CIVIL SERVICE SYSTEM

## PART 250

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

## Section

250.5	Definitions
250.10	Purpose, Adoption, and Amendment of Rules
250.20	The State Universities Civil Service System and its Divisions
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250.160	Suspension of Rules

AUTHORITY: Implementing and authorized by the State Universities Civil Service Act [110 ILCS 70].

SOURCE: Rules: State Universities Civil Service System, approved January 16, 1952, effective January 1, 1952; amended at 3 Ill. Reg. 13, p. 68, effective April 1, 1979; amended at 4 Ill. Reg. 10, p. 262, effective February 25, 1980; amended at 6 Ill. Reg. 2620, effective February 22, 1982; amended at 6 Ill. Reg. 7236, effective June 3, 1982; amended at 8 Ill. Reg. 4948 and 4950, effective March 29, 1984; codified at 8 Ill. Reg. 12936; amended at 8 Ill. Reg. 24732, effective December 6, 1984; amended at 9 Ill. Reg. 17422, effective October 23, 1985; amended at 11 Ill. Reg. 8942, effective May 8, 1987; amended at 12 Ill. Reg. 3457, effective February 1, 1988; amended at 12 Ill. Reg. 17079, effective October 7, 1988; amended at 13 Ill. Reg. 7324, effective May 1, 1989; amended at 13 Ill. Reg. 19427, effective February 6, 1990; amended at 18 Ill. Reg. 1901, effective January 21, 1994; amended at 20 Ill. Reg. 4440, effective February 29, 1996;



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- 4) In the absence of a name of a candidate on any existing register for a class, an applicant who does not possess the minimum qualifications for the class and cannot present compensatory qualifications may be admitted with prior approval of the Executive Director to the examination for the class for the purpose of attempting to fill a specific vacancy. The name of an applicant so admitted, and who passes the examination, shall remain on the register only until the specific vacant position has been filled.
- 5) In accordance with the Americans With Disabilities Act (ADA), any applicant with a recognized disability may receive an accommodation for any examination maintained by the University System. These accommodations are to be administered in coordination with requirements contained in the ADA, the State Universities Civil Service Act [110 ILCS 70] and this Part, and other applicable policies at each employment location.~~An applicant with a physical handicap who fails a section or sections of an original entry examination because of circumstances directly related to the handicap, who is subsequently employed in the absence of a register, may, after six months of satisfactory service, upon recommendation of an employer and written approval of the Executive Director, be declared exempt from qualifying on the failed section or sections of the examination, in which case he/she shall become a status employee in the position in which he/she has been employed or in another position in the same class.~~
- 6) For classes within the professional, semi-professional, or managerial occupational areas requiring technical qualifications for which a broader recruitment base is typically applied, out-of-state residents may be admitted to the examination and equally considered~~there is an inadequate supply of qualified applicants who are citizens of, or residents in, the State of Illinois, out of state residents may be admitted to the examination. In these instances, when~~When the Illinois citizenship or residency requirement is waived, out-of state candidates must establish Illinois residency within 180 calendar days after any employment offer or final appointment~~in state candidates shall be listed on the register ahead of out of state candidates.~~
- 7) Any applicant may rewrite an examination for a class three times within any twelve month period, with at least one month time lapse between every rewrite. The candidate's place on the register for the class shall be

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

## NOTICE OF ADOPTED AMENDMENT

- 5) ~~Upon approval of the Executive Director, the~~ The character or weighting of sections of an original entry or promotional examination may be changed, ~~provided with the approval of the Executive Director, providing that there is sufficient evidence that the current examination for the class is not a satisfactory examining instrument; and providing, further, that the character or weighting of the current examination has been in use for a period of at least one year. At least 30 calendar, and providing, further, that 45 days advance notice of the change shall be given to all appropriate employers who shall then communicate the notice in writing to each candidate then on an original entry or promotional register by score and shall further communicate the notice in writing to any applicant who applies for an original entry or promotional examination during the 3045-day notice period. During the 3045-day notice period, qualified applicants and (including candidates whose names are already on the register by score), at their request, will be scheduled for the examination upon his/her request. At the end of the 3045-day period, the previous original entry register or promotional register registers of candidates by score will be voided, and a new original entry register or promotional register registers by score shall be established on the basis of the new examination.~~

## e) Administration of Examinations:

- 1) As approved by the Executive Director, examinations shall be scheduled and administered by the employer. The examinations shall be conducted on an open and continuous basis. ~~Upon request by the employer and approval by the Executive Director, except for examinations to original entry registers at each place of employment may be closed up to six calendar months when, as requested by the employer and approved by the Executive Director, that have a sufficient number of candidates on the register has been established and that preclude further recruitment and testing is not required for a period of time.~~
- 2) In making ~~the~~a determination to ~~close~~reopen (or close) an original entry examination, the Executive Director will consider requests by the employer ~~or other individuals~~ based on the number of positions in the class, projected new positions, and annual turnover rate. ~~Also, for examinations that have been closed for six months or more, the Executive Director will review the need for continuing the approval of a closed examination.~~ The employer shall be responsible for the security of all

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

## NOTICE OF ADOPTED AMENDMENT

- 1) An applicant shall be sent a written notice of the date and results of his/her examination. The notice must indicate whether the score achieved is passing or failing and if it includes credit for Veterans Preference.
  - 2) All requests ~~by~~ of applicants for formal review of examination scores shall be submitted ~~made~~ to the Executive Director.
- h) Filing of Examination Records. All examinations, and all examination components, administered by the employer shall be retained by the employer, in accordance with the employer's record retention policy, or in accordance with the University System's record retention policy.

(Source: Amended at 39 Ill. Reg. 13504, effective December 1, 2015)



Section 2 – Admission of Applicants

**2.3 VERIFICATION OF EXPERIENCE REQUIREMENTS**

The employer is responsible for obtaining a signature from the applicant (i.e., Application form) that the answers on the application are true and correct and that misrepresentation or omission of facts requested on the application may cause rejection of the application.

*Disabled Applicant*

Each disabled applicant shall be considered on an individual basis; the [University](#) System staff shall assist on questions relating to any phase of the examining procedures for these applicants.

The applicant shall be asked to complete as much of the examination as possible. An explanation of the reason for omitting any part of the examination shall be included with the examination material.

The ~~e~~Employer is responsible to make any and all reasonable accommodations for a disabled applicant who meets the minimum qualifications for a specific classification in accordance with the Americans With Disabilities Act (ADA), the State Universities Civil Service Act, and 80 Ill. Adm. Code 250.

*Out-of-State Applicant*

~~For classes requiring technical qualifications; i.e., a high degree of specialized experience, training or education, for which there is an inadequate supply of qualified applicants who are citizens of, or residents in, the State of Illinois, the DER may waive the residency requirement, and admit out-of-state residents to the examination only in accordance with the following criteria:~~

For classes within the professional, semi-professional, or managerial occupational areas, out-of-state candidates may compete as all other candidates. Once a final employment offer or final appointment is made, the out-of-state candidates must establish Illinois residency with 180 calendar days. It is the employer's responsibility to monitor this requirement.

~~*Preference for employment in the universities and agencies under the System shall be granted to residents of Illinois. Such preference shall be extended when the qualifications of residents and non-residents applying for admission to examinations are substantially equal. The responsibility for the implementation and enforcement of this policy shall rest with the DERs of the universities and agencies, subject to periodic review by the Director or his designee.*~~

~~While the residency requirement provides a significant preference in the original employment of Illinois residents to fill vacant positions within the University System, current status employees may be admitted to any examination based on their current status appointment and seniority within their class, irrespective of their current residence.~~

## Section 2 – Admission of Applicants

### Pre-graduation Applicant

The DER may permit the recruitment, examination, and commitment for employment prior to actual time of graduation. It is expected that the candidate will not begin work until the requirements for graduation have been completed. However, employment on a provisional basis is not precluded if a register does not exist.

### Compensatory Qualifications

An applicant who lacks a minimum qualification for examination must have a compensating qualification.

- ◆ Education over and above the minimum required may compensate for lack of the minimum required experience.
- ◆ Experience over and above the minimum required may compensate for lack of the minimum required education.

***NOTE: Request for Prior Approval of Compensatory Qualification(s) for Examination form shall list only that education or experience which is being used to compensate for the lacking qualification. In many cases, the applicants may have excess education or experience over and above what was used as a compensating factor for which they might receive additional credit on the score for the examination.***

A ~~special~~ form for approval of compensatory qualifications is available from the University System Office. See Example 2.3a. A request for Prior Approval of Compensatory Qualification(s) for Examination form shall be submitted in duplicate to the University System Office for approval by the Executive Director. One copy of the form will be returned to the DER.

The University System Office requests the DER to personally sign a Request for Prior Approval of Compensatory Qualification(s) for Examination.

The Executive Director's review of the request will include ~~the total number of whether there are three or more~~ available candidates on the register, regardless of whether a candidate's position is being reclassified or reallocated. If the Executive Director does not approve the request, the DER shall notify the applicant.

Prior approval by the Executive Director is required before such applicants are admitted to an examination. No approval of compensatory qualifications will be given by telephone.

The University System Office shall be notified in writing if the examination for which the ~~e~~Employer has an approved request is not administered.

Section 2 – Admission of Applicants

Waiver of Qualification(s)

If the Reemployment, Promotional, or Original Entry registers for the classification do not provide a candidate who is interested in employment in a specified position, a Request for Prior Approval of Waiver of Qualification(s) for Examination form shall be used to request the admission of an unqualified applicant for that specific vacancy.

Prior approval by the Executive Director is required before such applicant is admitted to an examination. No approval of a waiver shall be given by telephone.

~~In only cases of extreme emergency shall a Request for Waiver be approved.~~ The University System Office shall require complete justification and recommendation for approval signed by the DER for its use prior to granting approval.

A waiver shall be submitted ~~in duplicate~~ to the University System Office for approval by the Executive Director. One copy shall be returned to the DER.

The Request for Prior Approval of Waiver of Qualification(s) for Examination form is available from the University System Office. See Example 2.3 b.

If the Executive Director does not approve the waiver, the DER shall notify the applicant. Once the vacancy is filled, all candidates for which a waiver was approved shall be removed. If an applicant rewrites an examination for which a waiver is required, a new waiver must be submitted.

Section 4 – Specialized Positions

(80 Ill. Adm. Code §250.60(d)(9))

**4.4 SPECIALIZED POSITION CERTIFICATION**

*Specialized position certification* is the process of referral and appointment of only those candidates, who possess both the Minimum Acceptable Qualifications (MAQs) and the designated specialty factor, to a vacant position or a current incumbent with an authorized specialty factor attachment. Following are some additional guidelines when utilizing specialized position certification and referring candidates from the register for that classification to a vacant position with an approved specialty factor:

- a. The employer shall establish protocols to determine which candidates from the employment register possess the required specialty factor.
- b. Those candidates from the top three score ~~The top three candidates~~ who possess both the MAQs and the authorized specialty factor are referred to the employing department for consideration.
- c. The standard order of register precedence shall be maintained, in accordance with section 250.60(c) of the Illinois Administrative Code (80 Ill. Adm. Code §250.60(c)): reemployment register, promotional register, and original entry register.
- d. Interest letters designating the required specialty factor should be sent to eligible candidates from the employment register.

Section 4 – Specialized Positions

*(80 Ill. Adm. Code §250.60(d)(9))*

**4.5 OTHER PROCEDURAL IMPLICATIONS**

- a. Positions for which specialty factors have been approved shall be reviewed in accordance with Section 2.2 of the Classification Procedures Manual, at least once every three years, to insure that such specialized requirements continue to exist. This review will be subject to audit.
- b. A request for a specialty factor will not be authorized in instances that will lead to the displacement of an incumbent from their current position.
- c. Individuals employed with a defined area of specialization cannot be displaced in the layoff process by someone who does not possess the defined area of specialization.
- d. Through the utilization of specialty factors within ~~in the~~ standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the certifications or specializations possessed by the employee at the time of layoff. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access ~~to through~~ the reemployment register for ~~to~~ any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his/her lay-off and is not affected by any specialization or certifications received after the date of lay-off.



Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from  
Registers

*(Reference 80 Ill. Adm. Code §250.60(b))*

**1.2 ORDER OF NAMES ON ACTIVE REGISTERS (by class)**

**Reemployment\*** – by total seniority in the class

then by lesser units in the class

**Promotional** – restoral by total service and/or seniority in the class

then exam score (including those with compensatory qualifications)

**Original Entry** – restoral by total service to the employer

then restoral by service or seniority in the class

then restoral by service in the class of the employee

if resigned or otherwise separated in good standing and has requested restoral to a former class within 12 months

-- or --

requests transfer from another institution or place of employment in the System

then by exam score (including those with compensatory qualifications)

then by exam score for out-of-state candidates, ~~(these candidates may be considered part of the regular applicant pool when the applicant pool has been determined to be insufficient)~~ with the exception of candidates for positions within the professional, semi-professional, or managerial occupational areas. For classes within the professional, semi-professional, or managerial occupational areas, out-of-state residents may be admitted to examination and equally considered.

NOTE: for classes within the professional, semi-professional, or managerial occupational areas, out-of-state residents must establish Illinois residency within 180 calendar days after any employment offer or final appointment.

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from  
Registers

*(Reference 80 Ill. Adm. Code §250.60(b))*

\* Through the utilization of specialty factors within ~~in~~ the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications **at the time of lay-off**. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to the reemployment register for any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his/her lay-off and is not affected by any specialization or certifications received after the date of lay-off.

*NOTE: Register cards for candidates with approved waivers shall only be placed on registers indicating that there is showing no other available candidate and remain on the register until the specific position for which the wavier was approved is filled.*

Section 1 – Establishment of Registers, Maintenance of Register, and Certification From  
Registers

(Reference 80 Ill. Adm. Code §250.60(d))

**1.5 CERTIFICATION**

Certification is the act of referring candidates from a register for consideration for employment when a vacancy occurs and the date of certification is established (closing of the registers). See Example 1.5a and Example 1.5b.

- a. Candidates on the Reemployment register, one at a time, shall be referred first and offered employment on the basis of seniority.
- b. Once the Reemployment register has been processed, the Promotional register shall be processed and then the Original Entry register.
- c. In the absence of a Reemployment register, an employing department shall have the choice of the candidates possessing the top three available scores~~candidates~~.
- d. When ties in scores exist, all available candidates with the tied score shall be certified. ~~No additional candidates need to be referred when 3 or more candidates are certified as the result of a tied score.~~

~~Examples of certifications from registers where candidates have tie scores:~~

<u>Example A</u>	<u>Example B</u>
1 <sup>st</sup> – 100	1 <sup>st</sup> – 100
2 <sup>nd</sup> – 100	2 <sup>nd</sup> – 98
3 <sup>rd</sup> – 100	3 <sup>rd</sup> – 97
4 <sup>th</sup> – 100 Certify 1-4	4 <sup>th</sup> – 97
5 <sup>th</sup> – 99	5 <sup>th</sup> – 97 Certify 1-5
6 <sup>th</sup> – 98	6 <sup>th</sup> – 96

- e. When certifying multiple vacancies in the same class on the same day, the DER certifies from the register the those names that possess the top three scores of the top three available candidates for the class plus one additional candidate for each additional vacancy. ~~The employing departments shall always have the right to interview the top three available candidates for each vacancy. If an employing department does not have at least three candidates from the top three scores, the candidates from the next highest score shall be certified. An employing department shall be able to always interview at least three candidates.~~

Section 1 – Establishment of Registers, Maintenance of Register, and Certification From  
Registers

*(Reference 80 Ill. Adm. Code §250.60(d))*

- f. A candidate certified to more than one position of more than one class would be required to qualify for certification by being one of the candidates possessing one of the top three scores available-candidates on the register for each of the classes involved at the time of referral.
- g. The ~~e~~Employer shall conduct an ~~n personal~~ interview with and consider all candidates certified from the register prior to making a recommendation for selection. Except that a single selecting official for the ~~e~~Employer shall not be required to interview more than once the same candidate, as currently certified from the register, for a position of the same class.
- h. When there are no available candidates on a register, an applicant may be employed provisionally, pending examination. The person provisionally employed shall be given the opportunity to apply for the examination. Should a provisional employee fail the examination, he/she may remain in the position to which assigned providing no candidate becomes available for appointment.
- i. Referral dates shall be a matter of record and subject to review during the audit process. Referral action may be recorded by use of a Certification of Appointment form.
- j. Short-term call-backs from Reemployment Registers.

In the case of immediate needs for short-term recall (5 days or less) of laid-off employees, inability to contact an individual results in a by-pass, and does not count as one of the three offers of appointment. However, it does permit the ~~e~~Employer to pass up a name entitled to be recalled. That is, the ~~e~~Employer cannot be held up on call-backs because they cannot reach the individual called within a time span which will meet operational needs.

An employee on layoff should always keep the ~~e~~Employer informed if he/she cannot be reached for any extended period of time. Call-backs which occur during this period will not be counted against offers of status employment, but, of course, will permit the name to be by-passed and can result in another employee passing him/her in service or seniority.

**Section 250.30 The Classification Plan**

- a) Coverage. The classification plan shall include all classes, as approved, and from time to time amended, by the University System Merit Board, except those exempted by Section 36e of the State Universities Civil Service Act (Act) [110 ILCS 70] Statute. Exemptions under Section 36e(3) of the Act Statute shall be by position. ~~When approved by the Merit Board, a position shall remain exempt until such exemption is terminated by the Merit Board.~~ The Executive Director shall publish guidelines for such exemptions, as approved by the Merit Board. This classification plan shall apply to all positions subject to Section 250.20(a) of this Part.
- b) Class Specifications-
- 1) The University System shall maintain written specifications, ~~as approved by the Merit Board~~, for each class in the classification plan. Such specifications shall include the class title, class code number, length of probatioarny period, function of position, characteristic duties and responsibilities, minimum acceptable qualifications, including any special licenses or certificates required by state or federal laws, and additional desirable qualifications, and as applicable promotional line, occupationatl area, and work area.
  - 2) The University System employer shall provide written notification to all employers post notice of the addition of a new class or of the reactivation of a former class, together with a copy of the class specification; ~~at each appropriate place of employment for a period of at least ten calendar days prior to the date a position of the new, or of the reactivated, class is filled~~, except that for status employees affected by reclassification or reallocation of their positions, as provided in Section 250.30(j)(1) and 250.30(j)(2), this Section does not apply. The notification notice of the addition of a new class or of the reactivation of a former class, as provided for in this Section, shall be through the University System website and if necessary for the course of recruitment also posted in all public places allocated for Civil Service employment information. ????
- c) Use of Class Titles. The title of each class shall be the official title of every position allocated to the class for all purposes having to do with the position. This title shall be used on all personnel records and transactions. A functional title may also be given to a position by the employer, but such functional title cannot be a title approved by the Merit Board as a Civil Service class title.

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- d) Use of Class Code Number. The class code number is the number that is assigned to each class title in the classification plan.
- e) Use of Promotional Line within Class Specification Series. Each class specification series is assigned a promotional line. The promotional line can be found on the class specification.
- f) Occupational Areas within a Class Specification. Each class in the classification plan shall be assigned an occupational area. There are 16 occupational areas within the classification plan as follows:
- 01 professional;
  - 02 semi-professional;
  - 03 managerial;
  - 04 clerical;
  - 05 stores;
  - 06 aeronautical;
  - 07 agricultural;
  - 08 custodial services;
  - 09 domestic services;
  - 10 food services;
  - 11 heat, light, and power services;
  - 12 medical services;
  - 13 protective;
  - 14 skilled trades;
  - 15 semi-skilled trades; and
  - 16 unskilled traded Class Specifications.
- g) Work Areas within a Class Specification. Each class in the classification plan shall be assigned a work area as follows:
- 000 Special Group
  - 001 Admissions and Records Services
  - 004 Aeronautical Services
  - 007 Agricultural Services
  - 010 Architectural Services
  - 013 Automotive Services
  - 017 Building and Grounds Services
  - 021 Communication Services
  - 023 Crafts and Trade Services
  - 026 Custodial Services

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- 029 Electronic Services
- 035 Fiscal Services
- 038 Food Services
- 041 Heat, Light, and Power Services
- 044 Hospital and Health Services
- 047 Housing Services
- 048 Instructional Services
- 050 Laboratory Services
- 053 Laundry Services
- 056 Legal Services
- 059 Office Services
- 060 Museum and Exhibit Services
- 063 Personnel Services
- 066 Printing, Press and Related Arts Services
- 069 Safety and Security Services
- 071 Social Services
- 072 Statistical and Research Services
- 073 Information Technology
- 075 Stores Services
- 078 Student Activity and Program Services

hd) Allocation of New Positions. When a new position is established, the employer shall ~~assign~~ recommend in writing to the Director its such allocation to an appropriate classification, ~~and the Director shall act upon such recommendations.~~

ie) Reallocation or Reclassification of Existing Positions.

- 1) A request to reallocate or reclassify any existing position may originate with the employee and/or the employer. When material changes occur in the duties and responsibilities of a position, the employer shall ~~recommend to the Director in writing the reallocation or reclassification~~ reallocate or reclassify of the position to its appropriate class, ~~and the Director shall review the request, shall act upon it, and shall notify the employer of his action.~~
- 2) A position may be abolished, the class of a position may be changed, or a new class specification may be prepared, provided that no such change shall be made for the purpose of separating an employee from employment in a position in his/her class.
- 3) In order to maintain a sound classification program, the employers, working with the staff of the University System, shall carry on continuous

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classification studies.

**jf) Status of an Employee Whose Position is Reallocated or Reclassified.**

- 1) An employee, whose position is reallocated or reclassified, shall be eligible for continued employment in the position which is reallocated or reclassified, provided they establish ~~he establishes~~ eligibility for such a new class. An employee ~~He~~ may establish eligibility by meeting the minimum qualifications for the new class to which the position has been reallocated or reclassified, and by passing an examination for the new class. The employee ~~He~~ must complete a probationary period in the position in the new class.
- 2) A status employee in a position which is reallocated or reclassified, who chooses not to qualify for, or who fails to gain eligibility for, the new class, shall have their ~~his~~ name placed by the employer on the reemployment register for the former class in accordance with Section 250.60(b)(1).
- 3) An employee, serving a probationary period in a position which is reallocated or reclassified, who fails to gain eligibility for the new class, and for whom no vacant position exists in the class from which his/her position has been reallocated or reclassified, shall have his/her name placed by the employer on the register from which they ~~he were was~~ certified to a position in the former class in accordance with Section 250.60(b)(2) or Section 250.60(b)(3). If they have ~~he has~~ completed a probationary period in a position in a lower class in the same promotional line as that of his/her former position, their ~~his~~ name shall be placed by the employer on the reemployment register of the lower class in accordance with Section 250.60(b)(1).



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**Section 250.50 Examinations**

- a) Kinds of Examinations. Each classification shall have a designated examination. Each examination may have multiple components. A candidate that obtains a score on the examination which is deemed to be passing will have his/her score placed on either an entry register or a promotional register. Examinations shall be of two kinds: original entry and promotional. Examinations Both kinds shall be open and continuous competitive examinations. For the purpose of this Section, an original entry and a promotional examination shall be considered to be one and the same examination.
- b) Eligibility to Compete in Examinations
- 1) Any citizen or resident of the State of Illinois, who applies for examination in a specific class at a constituent place of employment served by the University System, who is not rejected or disqualified under subsection (c), and who meets the minimum qualifications as prescribed in the class specification, shall be admitted to the examination. ~~For classes requiring valid licenses or certificates, an applicant must show possession of the license or certificate at, or prior to, time of taking the examination.~~ Out-of-state applicants may also be admitted for examination in accordance with conditions outlined in subsection (b)(6).
  - 2) A ~~promotional examination shall be open to a~~ status employee in a place of employment, who is not rejected or disqualified under subsection (c), who meets the minimum qualifications specified in the class specification for a higher class in the appropriate promotional line and who, in addition, is working by virtue of a status appointment, in a position of a lower class in the same promotional line, is on leave of absence from such a position, or is on layoff from such a position and shall be admitted to an examination with the resulting passing grade having his/her score placed on a promotional employment register.
  - 3) An applicant who fails to meet the minimum qualifications established for the class, but who can offer qualifications that in the opinion of the Executive Director are considered to be compensatory, shall be admitted to the examination for the class. The names of all applicants who pass the examination shall be placed on the appropriate register in order of score.
  - 4) In the absence of a name of a candidate on any existing register for a class, an applicant who does not possess the minimum qualifications for the class and cannot present compensatory qualifications may be admitted with prior approval of the Executive Director to the examination for the

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class for the purpose of attempting to fill a specific vacancy. The name of an applicant so admitted, and who passes the examination, shall remain on the register only until the specific vacant position has been filled.

- 5) In accordance with the Americans With Disabilities Act (ADA), any applicant with a recognized disability may receive an accommodation for any examination maintained by the University System. These accommodations are to be administered in coordination with requirements contained in the ADA, the State Universities Civil Service Act [110 ILCS 70] and this Part, and other applicable policies at each employment location.
  - 6) For classes within the 01 professional, 02 semi-professional, ~~or 03~~ managerial, or 13 protective occupational areas for which a broader recruitment base is typically applied, out-of-state residents may be admitted to the examination and equally considered. In these instances, when the Illinois citizenship or residency requirement is waived, out-of-state candidates must establish Illinois residency within 180 calendar days after any employment offer or final appointment.
  - 7) Any applicant may complete rewrite an examination for a class four ~~three~~ times within any twelve month period, with at least one month time lapse between every rewrite. The candidate's place on the register for the class shall be determined by the highest score achieved on any examination for the class.
- c) Rejection or Disqualification of Applicants. The employer may reject any applicant or, after examination, the Executive Director may refuse to certify any candidate who, in addition to requirements specified in Section 36f of the State Universities Civil Service Act [110 ILCS 70/36f] and subsection (b), fails to pass a physical examination given to determine his/her physical qualifications for employment, abuses intoxicating substances, uses illegal drugs or narcotics, has been dismissed from either private or public service for a cause detrimental to his/her employment by an employer under the University System, has maintained an unsatisfactory employment record, has practiced deception or fraud in his/her application, examination, or material pertaining to these, or has committed an offense that in the judgment of the Executive Director disqualifies him/her for employment.
- d) Character of Examinations
- 1) All examinations within the classification plan ~~Examinations~~ shall consist of one or more of the following: ~~consist of one or more of the following:~~

## SUBTITLE A

~~cognitive or knowledge test; written test; typing test; performance test; oral board test; physical test; credential assessment test; or modified education and experience test; aptitude test; practical test; other appropriate tests; a rating of experience and training.~~

- 2) A cognitive or knowledge test may be utilized for certain examinations and consist of one or more of the following components: essay, multiple choice, true/false, or short answer questions. A typing test may be required for certain examinations which would require an applicant to perform this skill. Oral board and physical fitness tests are components for the Police Series examinations. A credential assessment test may be utilized for certain classifications, which consists of a review of the applicant's resume or employment application, professional certification, licenses or other education or experience deemed relevant. A modified education and experience test is a rating of an applicant's training and experience based on the applicant completing a prescribed examination form provided by the University System. For classifications requiring valid licenses or certifications, an applicant must show possession of the license or certificate prior to taking the examination.
- ~~32)~~ All examination content shall be provided by the staff of the University System.
- ~~43)~~ All examination supplies and materials and all examinations are the property of the University System.
- ~~54)~~ An ~~original entry or promotional~~ examination may be revised, with the approval of the Executive Director, without affecting existing original entry or promotional registers for the class, providing the revision does not change the character or weighting of sections of the examination.
- ~~65)~~ Upon approval of the Executive Director, the character or weighting of sections of an ~~original entry or promotional~~ examination may be changed, provided there is sufficient evidence that the current examination for the class is not a satisfactory examining instrument and the current examination has been in use for a period of at least one year. At least 30 calendar days advance notice of the change shall be given to all appropriate employers who shall then communicate the notice ~~in writing~~ to each candidate on an original entry or promotional register by score and shall further communicate the notice ~~in writing~~ to any applicant who applies for an original entry or promotional examination during the 30-day notice period. During the 30-day notice period, qualified applicants and candidates whose names are already on the register by score ~~may will~~ be

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scheduled for the examination upon his/her request. At the end of the 30-day period, the previous original entry register or promotional register of candidates by score will be voided, and a new original entry register or promotional register by score shall be established on the basis of the new examination.

e) Security and Confidentiality Requirements in the Examination Development Process

- 1) The examination development process requires all subject matter experts, and any other participant in the development process, to exercise discretion and maintain the confidentiality and security of ALL examination materials in their possession. Any person, including but not limited to a University System staff member, Designated Employer Representative/Human Resources employee, subject matter expert, union representative, or incumbent/volunteer involved in any step of the examination development process, who willfully or corruptly discloses, distributes, or fails to secure and maintain materials used in the development of an examination instrument shall be considered in violation of the State Universities Civil Service Act (Act) [110 ILCS 70].
- 2) Following the final development of the examination questions, ALL electronic/paper copies of questions, along with all reference sources for these questions, MUST be deleted from emails, computers, external hard drives, etc. Any hand written notes that contain examination data elements or comments MUST be returned to the University System.
- 3) All persons must be aware that any violation of the Act is a criminal offense and is punishable under section 46 of the Act [110 ILCS 70/46].
- 4) If a security breach is discovered, the University System will contact the Illinois Inspector General's Office and the State's Attorney of the county where the offense occurred for investigation and prosecution. The offending party may be held liable for costs incurred by the security breach and the position held by the party will become vacant upon conviction. Additionally, universities and agencies may be forced to freeze all registers and discontinue all employment actions in the affected classification or classifications.

fe) Administration of Examinations

- 1) As approved by the Executive Director, examinations shall be scheduled

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and administered by the employer. The examinations shall be conducted on an open and continuous basis. Upon request by the employer and approval by the Executive Director, examinations to original entry registers at each place of employment may be closed up to six calendar months when a sufficient number of candidates on the register has been established and further recruitment and testing is not required for a period of time.

- 2) In making the determination to close an original entry examination, the Executive Director will consider requests by the employer based on the number of positions in the class, projected new positions, and annual turnover rate. The employer shall be responsible for the security of all examination materials in the employer's custody and access to any electronic examination process, as provided to the employer by the University System.

gf) Rating of Examinations

- 1) The Executive Director and the staff of the University System shall use appropriate scientific techniques and procedures in rating tests and in determining resulting rank to the end that all competitors receive uniform and fair treatment.
- 2) Each examination shall contain a rating form for employers to utilize in the grading of an examination. Each examination will have its own rating form and is developed by the University System at the time of a new or revised examination. The rating form provides a breakdown of how points are awarded in each area of the examination.
- 2) Failure in any portion of a total examination, the passing of which is deemed necessary to qualify for eligibility in the class for which the applicant is being examined, shall eliminate the applicant from passage of the complete examination, regardless of his/her score in other portions of the examination. For each eliminating test and the final average in an examination, the Executive Director shall announce the minimum acceptable rating.
- 3) The passing score for eligibility for certification shall ~~be 70~~be determined by the Executive Director. This score shall be the same for all examinations given for a class, but it may be changed if, in the judgment of the Executive Director, the change is for the best interest of the University System, and the change shall be applicable uniformly to all examinations for the class. The passing score shall be made known to all

## SUBTITLE A

those taking the examination.

- 4) An applicant who fails to gain eligibility for employment in a higher class may, at the discretion of the Executive Director, elect to accept eligibility for a lower appropriate class, if his/her scores on all appropriate parts of the examination are sufficient to qualify him/her for the lower class.
  - 5) All examination scores shall be on a scale of 1 to 100, with decimal points in examination scores being rounded off to the nearest whole number, i.e., with below .5 having the decimal points dropped and with .5 or above being rounded to the next whole number.
- g) Notification and Review of Scores
- 1) An applicant shall be sent a written notice of the date and results of his/her examination. The notice must indicate whether the score achieved is passing or failing and if it includes credit for Veterans Preference.
  - 2) All requests by applicants for formal review of examination scores shall be submitted to the Executive Director.
- h) Filing of Examination Records. All examinations, and all examination components, administered by the employer shall be retained by the employer, in accordance with the employer's record retention policy, or in accordance with the University System's record retention policy.

(Source: Amended at 11 Ill. Reg. 8942, effective May 8, 1987)

(Source: Amended at 12 Ill. Reg. 3457, effective February 1, 1988)

(Source: Amended at 12 Ill. Reg. 17079, effective October 7, 1988)

(Source: Amended at 13 Ill. Reg. 7324, effective May 1, 1989)

(Source: Amended at 37 Ill. Reg. 419, effective December 26, 2012)

(Source: Amended at 39 Ill. Reg. 13504, effective December 1, 2015)

STATE UNIVERSITIES  
CIVIL SERVICE SYSTEM  
Urbana, IL

**Application for Demonstration Project or Pilot/Study Program**

*Please complete this form, making sure to answer all questions. If additional space is required, please submit on a separate sheet of paper. Only one project or program request per application.*

*Send completed application to the Executive Director of the State Universities Civil Service System, 1717 Philo Road, Suite 24, Urbana, Illinois 61802. All applications must be submitted within at least 60 days of a Merit Board meeting in order to be considered at that Merit Board meeting. Meeting dates can be found at <http://www.sucss.illinois.gov/>. For additional information please see section 250.140(e) of the Illinois Administrative Code (Ill. Adm. Code §250.140(e)).*

**Project/Program Applicant**

Date: May 9, 2014

Agency/University: University of Illinois at Chicago (UIC), University of Illinois Hospital & Health Sciences System (UIHHSS)

Name of Person Requesting Project or Program: Robert A. Crouch

Title: Assistant Vice President for Human Resources, University of Illinois at Chicago

Signature: Robert A. Crouch

1. Name of Demonstration Project or Pilot/Study Program:

Demonstration Project: Sponsored Programs.

2. Description of the proposed project/program, including the goals, objectives, and related activities:

One mission of the University of Illinois at Chicago (UIC) is to be recognized among higher education leaders for quality research and scholarly output. The success and continued growth of research activities depends largely on the ability of UIC faculty, trainees, and staff members to strengthen established programs while attracting new talent and resources to the research portfolio.



One consistent concern that department heads, campus leaders and staff members have brought to the attention of Human Resources is that hiring Civil Service staff on "soft funds" poses many challenges:

- Universities typically receive short notice that soft funds have been approved. The start date of the funding begins immediately on the date of notification. Hiring procedures (job posting, applicant qualifying, interviewing) for regular status Civil Service positions wherein research experience is required or preferred are not amenable to the need for immediate placement.
- When funding expires and financial resources are gone, most colleges or departments are not financially equipped to retrain staff members. This results in layoff notices for Civil Service staff, then bumping.

The goal of this project is to allow state universities to hire qualified candidates in an expeditious manner without the possible consequence that an end in funding could cause a bumping effect throughout the entire campus. To ensure that funding is utilized to its fullest, it is essential that filling of open positions takes place as quickly as possible. If not used during the assigned timeframe of the grant, substantial amounts of money may have to be returned to the funding source, jeopardizing research and staffing. Providing units the ability to adjust their workforce due to unanticipated budgetary restrictions safeguards research and employees.

UIC proposes that a new demonstration project, titled "Demonstration Project: Sponsored Programs," be approved and implemented on the UIC campus initially and, if successful, be made available to other campuses under the jurisdiction of the System Office as appropriate. The goal of this program is twofold: allow the University to hire qualified candidates without the fear that an end in funding will cause a trickle effect of bumping throughout the campus, and permit units to retain personnel on "qualified funds." Qualified funds may include federal, trust, foundation, corporate, or state grants.

It is suggested that this project closely resemble the use of "Contract Appointment" provisions already successfully employed by the University at other geographic locations. State Universities Civil Service System (the System Office) Statutes and Rules<sup>1</sup> and Procedures<sup>2</sup> provide background information regarding Contract Appointments.

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<sup>1</sup> [http://www.sucss.illinois.gov/sar\\_report.aspx?sm=SR&ID=11&kw=&osm=c43](http://www.sucss.illinois.gov/sar_report.aspx?sm=SR&ID=11&kw=&osm=c43)

<sup>2</sup> [http://www.sucss.illinois.gov/ProcMan/manuals\\_results.aspx?ID=59&kw=&osm=c40](http://www.sucss.illinois.gov/ProcMan/manuals_results.aspx?ID=59&kw=&osm=c40)

This Demonstration Project stipulates that new Civil Service employees on qualified funds will earn and accrue seniority only under the program for which they are funded. Like traditional Contract Appointments, employees who are part of the Demonstration Project will sign an offer letter clarifying that:

- their position may be eliminated due to funding limitations,
- seniority and bumping rights will be limited to the funding source,
- they will be prohibited from bumping into another position.

The following specific provisions will be applied to Civil Service employees hired into any position assigned to a designated program on qualified funds as defined above:

- Regulatory guidelines and procedures are to be temporarily adjusted to provide an expanded interpretation of subsection 250.80(b)(1) of the Illinois Administrative Code to include the use of status Civil Service Contract Appointments in designated programs on qualified funds at UIC and the UIHHSS.
- Program participation eligibility and designation will be primarily based on the verification of program funding source and specifically limited to programs on qualified funds as defined above.
- All provisions specified under Section 250.80(b) of the Illinois Administrative Code, except for the expanded interpretation as noted above and applied under subsection 250.80(b)(1), will be strictly adhered to throughout this project.
- Section 3.3—Contract Appointments of the State Universities Civil Service System Employment Procedures Manual shall be applicable throughout this project.
- These Contract Appointments are considered status Civil Service appointments. In this instance, they involve work assignments at the institution in defined programs on qualified funds.
- Official Civil Service classification titles will be used for Contract Appointments.
- This project shall only apply to new Contract Appointments in designated programs on qualified funds. Classifications represented under a Collective Bargaining Agreement (CBA) will not fall under this demonstration project unless approved by the signatory parties of the applicable CBA.
- The System Office, with advice from the campus Human Resources Office, shall determine that a position is a Contract Appointment under this Demonstration Project. This shall include a confirmation of the funding source restrictions and program delivery requirements.
- The campus Human Resources Office shall maintain a written or electronic record of examination, which shall show an evaluation of applicant's qualifications based on a review of the application form and results of an interview. Other appropriate civil pre-employment examination protocols for the specified classification may be applied as determined by the Human Resources Office.

- Separate registers or designation of candidates for Contract Appointments shall be maintained by the campus Human Resources Office.
- All applicants employed in a Contract Appointment under this program shall be notified of these employment guidelines.
- The System Office shall be regularly notified of all Contract Appointments to positions approved under this program.
- Rates of pay for employees under Contract Appointments in this program shall be similar to the rates applied to the corresponding classification at the UIC employment location.
- Employees under Contract Appointments serve a probationary period and are subject to the guidelines related to separation as status Civil Service employees.
- All seniority provisions for Civil Service status employees shall apply, but will be limited in accordance with subsection 250.80(b)(5) and defined by program designation. Seniority lists shall be maintained by classification in each program designated for participation in this project.
- Project analysis components will be jointly established by UIC, UIHHSS, and the System Office to determine program effectiveness.
- This program will continue for a period of three years and in accordance with Section 250.140(e) of the Illinois Administrative Code.

Participants in this Demonstration Project will be recognized as employees of the University of Illinois at Chicago, with the rights and benefits afforded such employees. Each participant will be recognized as a Civil Service employee. The employee will be part of the same classification system, be assigned to a register, follow Civil Service policies and rules, and be ensured the same benefits as all other Civil Service employees in Contract Appointments. This program will hopefully allow the University to continue to thrive in its research activities and will encourage faculty and researchers to pursue funding opportunities. The overall objective is to treat all employees fairly while maintaining quality research.

Other relevant data and additional details to consider include the following:

- Data from earlier this fiscal year (2013) indicated that 364 Civil Service employees are paid from grant or contract funds. Many of these are “contract employees” at other locations. Many of these positions do clerical or routine laboratory work. Few Civil Service employees do specialized scientific research. In fact, in May 2013 only seven status Civil Service employees and eight Extra Help employees held Civil Service titles in the “Research Technologist” classification.

- In May 2013 there were approximately 178 Contract Appointments on the UIC campus. The majority (58%) of these appointments were in the School of Public Health. The remainder were located in seven other Colleges or Major Administrative Units including the Colleges of Medicine, Social Work, Education, Liberal Arts, Nursing, the Hospital, and the Chancellor's Office.
- The proposal is for new employees only. The idealism in applying this to current employees is understandable, but it simply would not be fair to do so. However, the feasibility of making it applicable to employees currently on a temporary or Extra Help appointment will be reviewed.
- The UIC campus will be utilized as a pilot for the Demonstration Project. It is believed that initially containing it will allow for more objective assessment of its benefits. Adjustments to provisions will be made as necessary. In order to best operationalize the program it should be tested with a few select grants for a trial period (perhaps two or three months) and then rolled out to the entire campus. UIC is working to identify units most appropriate for the Demonstration Project.

3. Participating employer(s) and number (*estimate*) of employees or positions affected by project/program:

This program will be implemented for the UIC campus, UIHHSS, and other UIC employment locations only. Because the amount of qualified funds received in the trial period is uncertain, it is difficult to predict the number of employees that will participate in the Demonstration Project.

4. Timeline for development, implementation, and completion of the project:

The three-year trial period for this project will begin on July 1, 2014 and will end on June 30, 2017.

5. Name(s) of personnel responsible for conducting and evaluating the project and who will be accountable for keeping the project on track:

Robert A. Crouch, Assistant Vice President for Human Resources, and his staff, will work closely with the System Office to track the progress of this project. Reports will be developed identifying the number of employees impacted and the overall effectiveness of the project.

6. Define the specific regulatory guideline or procedure that is limiting the employer from carrying out its mission in an effective, efficient, and timely manner:

- ILLINOIS ADMINISTRATIVE CODE CH. VI. SEC. 250.80 SUBTITLE A Section 250.80  
Status Appointments:

b) Contract Appointments:

- 1) Contract Appointments are made to positions in the System when such positions are covered by a contract between an employer served by the System and either:

- A) the State of Illinois, or an agency thereof, where the work performed is under the direct supervision and control of the member of the staff of the state agency, and on the premises of that agency; or
- B) any institution, agency, or organization, other than the State of Illinois, or any agency thereof, where the work is required to be performed at locations away from the premises of the Employing College or University or its immediate environs.

7. List the specific regulatory guideline and/or procedures that would be waived in order to conduct the project:

- ILLINOIS ADMINISTRATIVE CODE CH. VI. SEC. 250.80 SUBTITLE A Section 250.80

Status Appointments:

b) Contract Appointments:

- 1) Contract Appointments are made to positions in the System when such positions are covered by a contract between an employer served by the System and either:

- A) the State of Illinois, or an agency thereof, where the work performed is under the direct supervision and control of the member of the staff of the state agency, and on the premises of that agency; or
- B) any institution, agency, or organization, other than the State of Illinois, or any agency thereof, where the work is required to be performed at locations away from the premises of the Employing College or University or its immediate environs.

8. Describe any alternative procedures that will be utilized in order to conduct the proposed project or program:

UIC will maintain accurate records of programs on qualified funds approved for participation in this program. Documentation will be created designating positions and employees hired into those programs to ensure that all proper program provisions, as detailed above, are maintained.

### Evaluation Plan

Please include an evaluation plan that describes the details of how the project's effectiveness will be assessed in relationship to the stated objective. Please include the following if applicable:

- The data that will be collected to assess the project or program

- When the data will be collected
- How the data will be collected
- How the data will be analyzed
- The assessment measures that will be used to determine the project or program effectiveness
- Any historical data that could affect results; the statistical analysis to be used
- The supporting documentation or reports that will be collected
- Any additional information required by the Executive Director of the University System Office

Each month UIC will collect the following data points from each campus:

- Name of participating program and funding source(s)
- List of approved Contract Appointments by classification for each participating program
- Name, classification, pay rate, and employment date for each employee hired under each designated program
- An analysis of the qualified funds. Any stop or decline in funding will be noted
- The number of layoffs that have occurred by program; name, classification, appointment date will be captured for each employee laid off
- The result and analysis of each layoff. Did the employee bump another employee within their department? Is the employee on layoff status? If so, is this individual back on a register? Impact if not defined under demonstration project
- This data will be collected and analyzed through the UIC personnel maintenance system, "Banner," and sent to the System Office

The success of this program will be determined in part by the number of employees in the program, and also through follow-up interviews with the principal investigators and/or hiring managers for selected participating departments.

#### Additional Information

The below anticipated questions provide additional clarity about this Demonstration Project:

##### *1. What are the benefits of the Demonstration Project?*

This project offers a greater deal of financial flexibility and employment options for programs on qualified funds. It will also provide operational stability throughout the designated project timeframe. When funding expires the unit will have the option to either place the employee on layoff status without the possible consequences of campus-wide

bumping, or they may temporarily place the employee on other fund sources. Units who utilize this project will be able to keep an employee on staff for the duration of the project.

2. *What type of positions may qualify to participate in the Demonstration Project?*

Any Civil Service position that is funded by a qualifying fund source may be assigned to this Project. Some restrictions may apply for classifications represented under a Collective Bargaining Agreement. A list of positions that qualify may be developed, but for the launch of the project no such list will be created.

3. *What is a qualifying fund source?*

Qualifying funds may include federal, trust, foundation, corporate, or state grants.

4. *How protected from bumping are Demonstration Project participants?*

Participants may bump only within the grant or funds from which they are paid. Likewise, employees from outside their funding source will not be able to bump into their position.

5. *Can existing employees participate?*

Yes, Employees currently employed at the University may voluntarily participate in the Demonstration Project. The applying employee must be informed and acknowledge that they fully understand the Demonstration Project position may terminate if funding expires, and the limitations in subsequent bumping options. Existing employees may not be "converted" into a Contract Appointment under this Demonstration Project. Neither the University nor the System Office seeks to diminish any existing employee privileges, e.g., the right to bump.

6. *Can visiting employees apply for positions that fall within the Demonstration Project?*

Visiting Academic Professionals may apply for positions within the Demonstration Project. Hiring units must be clear with the employee that unlike typical Civil Service positions, the Demonstration Project position may terminate if funding expires.

7. *Will departments have a qualified pool of candidates to select from when utilizing the Demonstration Project?*



The quality of applicants varies for all open positions. There is no expectation that the Demonstration Project will differ.

8. *What if an employee is paid from more than one account or if the department utilizes "bridge funding" to cover funding gaps?*

It is recognized that many units use multiple funding sources to pay employees. In order to participate in the Demonstration Project the majority of funding must come from a qualifying fund source the majority of the time. In other words, the employee must be paid from a qualifying fund source at least 51% of the time. The University and/or the System Office may conduct an audit to ensure that proper procedures are being followed.

*For University System Office use only*

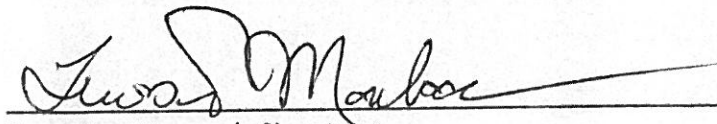
**University System Office Review Process**

Recommendation:

☒ Approved to be presented to the members of the Merit Board for their review at the Merit Board meeting scheduled for 5/21/2014

☐ Not recommended for approval.

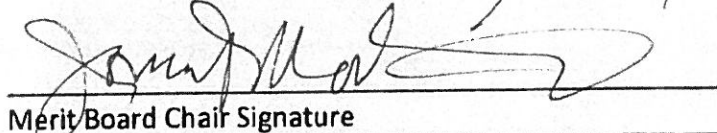
Comments:

 5/9/14  
Executive Director's Signature Date

**Merit Board Approval Process**

☐ Rejected by the Merit Board on \_\_\_\_\_

☒ Approved by the Merit Board on 5/21/14

 5/21/14  
Merit Board Chair Signature Date

*Note: Each participating employer shall maintain books and records, including information stored in databases or other computer systems, relating to the performance of the approved projects or programs. Books and records required to be maintained shall be available for review or audit by the University System Office. Each participating employer shall cooperate fully with any such audit and with any investigation conducted by the University System Office and shall allow full access to all books and records that are necessary to evaluate an approved project/program.*

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from  
Registers

*(Reference 80 Ill. Adm. Code §250.60(g-j))*

**1.4 MAINTENANCE OF ACTIVE REGISTERS FOR STATUS APPOINTMENTS**

Accurate maintenance and proper use of registers are a fundamental requirement and an essential element in the standardized civil service employment process. This responsibility has been delegated to the DER and is reviewed through the biennial audit process.

All register cards/information are prepared in duplicate; one becomes part of the examination record file of the University System; the other is placed on the appropriate employer's register. Other electronic records and record development processes may be utilized in this respect as well. Specific electronic register maintenance components are required to be maintained in the electronic E-test System.

Transfer, restoral or reemployment information must be recorded and maintained, but is not required to be transmitted to the University System Office.

Names of candidates accepting nonstatus civil service appointments are not removed from active registers.

The University System recommends that the employer utilize a "register clearing" process at regular intervals to remove candidates from the active register in accordance with regulatory guidelines. *Example 1.4b provides a template for informing the candidate of this process.*

*Form 1.4c* shall be utilized to formally request to close original entry registers accordance with section 250.50(e) of the Illinois Administrative Code (80 Ill. Adm. Code §250.50(e))

**a. Reemployment Registers Affected by Specialty Factors**

Through the utilization of specialty factors in the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his lay-off and is not affected by any specialization or certifications received after the date of lay-off.

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from  
Registers

*(Reference 80 Ill. Adm. Code §250.60(g-j))*

Even if an applicant did not possess the certification or specialization for a certain position within his/her classification at the time of his/her layoff, he/she can apply for that position. In that scenario, he/she will be treated the same as an original-entry applicant.

b. **Removal of Candidates from Registers**

***Employers are strongly encouraged to develop institutional policies regarding the various permissive options for removal of candidates from registers.***

When a candidate is removed from or restored to a register, the date and rule reference must be recorded on the register by the employer. Documentation or other information verifying these register actions shall be maintained in the employer's file.

As indicated in section 250.60(i) of the Illinois Administrative Code (Code) (80 Ill. Code §250.60(i)), candidates whose names are removed from Reemployment, Promotional and/or Original Entry registers shall be notified in writing of such removal in accordance with the Act and Code. *Example 1.4a* provides a basic template for informing the candidate of their removal from a register.

If an employer wishes to remove a current active employee's name from a register pursuant to section 250.60(h)(4) of the Code (80 Ill. Adm. Code §250.60(h)(4)), the employer should also attempt to contact the employee through regular internal business communications protocols.

When defining the classifications to which section 250.60(h)(10) of the Code (80 Ill. Adm. Code §250.60(h)(10)) applies, the University System shall evaluate: occupation area, employment and turnover rates, pre-employment screening protocols utilized, operational needs and trends, and/or other special circumstances and justification. Generally, those classifications contained in the professional, managerial, or semi-professional occupation areas will be considered for inclusion under this specific provision. In accordance with section 250.60(h)(10) of the Code, candidates on the registers for the following classifications may be removed from the register upon the expiration of the designated timeframe outlined in the vacancy posting:

Accounting Associate  
Business/Administrative Associate  
Human Resource Associate

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from  
Registers

*(Reference 80 Ill. Adm. Code §250.60(g-j))*

Information Technology Manager/Administrative Coordinator  
Information Technology Technical Associate  
Information Technology Support Associate  
Program/Student Advisor

**Section 250.100 Reassignments and Transfers**

- a) Reassignment within a Place of Employment.
  - 1) An employer may reassign an employee during his probationary period to any position of the same class within a place of employment, subject to conditions imposed by the recognition of lesser units. An employee so reassigned shall be required to complete his probationary period in the class.
  - 2) An employer may reassign a status employee to another position of the same class within a place of employment, but the employee shall not be required to serve any additional probationary time in the class. Reassignment shall be without prejudice to seniority in the class or in the promotional line of which that class is a part, subject to conditions imposed by recognition of lesser units.
  - 3) All reassignments shall take precedence over any existing registers.
- b) Temporary Downgrading and Upgrading.
  - 1) Temporary Downgrading. If it is necessary to assign a status employee, on a temporary employment basis to a temporary or permanent position which is classified at a lower level, the employee's salary, at the time immediately prior to such assignment, will be maintained.
  - 2) Temporary Upgrading. If a status employee is assigned, on a temporary employment basis, to a temporary or permanent position of higher rate or range, the employee is entitled during the period of upgrading to receive such higher rate or a salary within such higher range provided that no employee shall suffer any reduction in salary because of such assignment.
  - 3) Such temporary upgrading and downgrading assignments must not be for more than 30 consecutive work days duration.
  - 4) An employer makes such temporary downgrading assignments by assigning a status employee who meets the minimum qualifications of the class to which assignment is being made. An employer makes such temporary upgrading assignments by assigning status employees from active registers for the class so long as such registers exist. When a need for temporary upgrading assignments occurs in classes that utilize work shifts, the register requirement applies only to those status employees on the appropriate shift. Acceptance of, or refusal to accept, such a temporary assignment by an employee shall in no way affect the employee's position on the register, regardless of the number of acceptances or refusals.

## SUBTITLE A

- 5) In the absence of a register, an employer may assign only those status employees who meet the minimum qualifications for the class to which assignment is being made.
  - 6) When such an assignment has been made, seniority shall continue to be accrued in the class in which the employee has a status appointment.
- c) Transfer to Another Place of Employment.
- 1) An employer, with the approval of the employee involved, may transfer a status employee from one place of employment to a position of the same class in another place of employment within the same institution or agency, provided there are no names on the reemployment register for that class in the place of employment to which the employee is being transferred. The employee is not required to serve a second probationary period in the new place of employment.
  - 2) A status employee may request that his name be transferred to any other place of employment within the System and be placed on the original entry register at that place of employment in the class in which he has a status appointment. Upon acceptance of his request by the appropriate employer, his name shall be placed on the original entry register in accordance with his total service in the class as of date of his request for transfer. If this employee accepts a status appointment at the place of employment to which his name was transferred, he is not required to serve a second probationary period.
  - 3) An employee, whose name has been certified from the register and who has not completed his probationary period, may have the examination score for the class in which he is employed transferred, at his request, to another place of employment within the System, and his name shall be placed on the original entry register for that class by score at such place of employment. He must serve a full probationary period at the new place of employment.
  - 4) When a function of an institution or agency covered by the System is transferred to another institution or agency covered by the System, employees previously certified within the System who are affected by the transfer shall transfer the same accrued seniority or service as determined by their original date of certification.
- d) Transfer of a State Employee under the Personnel Code to Employment under the System.



## SUBTITLE A

- 1) The procedures for effecting the transfer of a State of Illinois employee from a position under the Personnel Code to a comparable position under the University System shall be the same as those which apply to the transfer of an employee within the System from one place of employment to another, as stated in Section 250.100(c)(1) and (2).
- 2) The term, "status," as used in Section 36q, paragraph 3 of the Statute, shall refer to:
  - A) the employee's status under the Personnel Code as a probationary or a status employee;
  - B) his eligibility to accrue credits for vacation, sick leave, and personal leave benefits, as determined by years of consecutive service to the employer from which he is transferring; and
  - C) his eligibility for a specific pay rate where the pay rate of an employee is determined by years of service.
- 3) Seniority earned by a State of Illinois employee under the Personnel Code is not transferable.
- 4) When a State of Illinois Agency becomes subject to the Act governing the State Universities Civil Service System, previously certified employees under the regular classified State of Illinois Personnel Code affected by the transfer shall transfer the same accrued seniority as determined by their original date of certification.

## ***MERIT BOARD POLICY RELATING TO EMPLOYEE BENEFITS***

(as approved by the Merit Board on June 24, 1970 and as Amended)

WHEREAS the Civil Service Statute provides that "the Merit Board shall have the power and duty . . .

. . . To prescribe the range of compensation for each class or to fix a single rate of compensation for employees in a particular class; and to establish other conditions of employment which an employer and employee representatives have agreed upon as fair and equitable. . . .

[to] . . . take into account the rate of compensation generally paid for similar work in the locality in which the work is to be performed. . . .

. . . To recommend to the institutions and agencies . . . standards for hours of work, holidays, sick leave, overtime compensation and vacation for the purpose of improving conditions of employment . . . and . . . insuring conformity with the prevailing rate principle.";

WHEREAS uniformity in benefits among institutions is desirable, and institutional representatives have expressed concurrence with this principle;

THEREFORE, BE IT RESOLVED that it is the judgment of the Merit Board that each of the governing boards, institutions, and agencies specified in Section 36e of the Statute should accord fringe benefits to its employees through adoption of the following benefit policies and develop administrative rules and procedures for uniform application of these policies throughout its organization.

### ***I. HOURS OF WORK***

#### **A. Work Schedules**

Each institution or agency shall report to the Merit Board the classes of employees for which it changes the hours of workweek. The Merit Board may recommend to the institutions and agencies standards for hours of work. (Amended and reinstated at Seventy-Third meeting of the Merit Board, September 27, 1977.)

#### **B. Overtime Compensation**

1. Employees nonexempt from the overtime provisions of the Fair Labor Standards Act will be compensated at time and one-half for all time in a work week in excess of the number of hours of work comprising an established full-time daily or weekly work schedule, whichever is greater, except, that for an employee paid on a prevailing rate basis, the number of hours before daily and/or weekly overtime begins, and the rate of the employee's overtime pay, will depend on the number of hours and the rate being paid locally, pursuant to the appropriate multi-employer area agreement.

## **II. ELIGIBILITY FOR EMPLOYEE BENEFITS**

Except as indicated otherwise below for prevailing wage rate groups, employee benefits will be made available to employees in status appointments. Included in this group will be those in appointments designed to qualify employees for status in the class, e.g., learner, trainee, apprentice, and, where appropriate, provisional. Employees in other types of nonstatus appointments will not be extended employee benefits. Eligibility for benefits in relation to work, leave, layoff, or absence status shall be determined by each institution or agency. Rules for the uniform administration of each form of employee benefit shall be established by the governing board of each institution or agency or by an official to whom delegation has been made as needed to meet program requirements of the institution or agency.

## **III. HOLIDAYS**

### **A. Employees other than Prevailing Wage Rate Groups**

Eligible employees not in prevailing wage rate groups will be excused with full pay, except for necessary operations, on New Year's Day, Memorial Day (as determined by the Law of the State of Illinois), Independence Day, Labor Day (first Monday in September), Thanksgiving Day, Christmas Day and on five other holidays designated by the governing board of the institution or agency. These five other holidays may differ between institutions and agencies but shall be of commemorative or other significance as nonwork days (e.g., legal holidays in the State of Illinois) and shall result in a reasonable distribution of holidays throughout the year. Days suggested for consideration are Lincoln Day (first Monday in February), Washington Day (third Monday in February), Good Friday, Columbus Day (second Monday in October), Veterans' Day, day after Thanksgiving, full day adjacent to Christmas, full day adjacent to New Year's.

### **B. Prevailing Wage Rate Groups**

Eligible employees in prevailing wage rate groups will be excused from work on the holidays of the institution or agency irrespective of whether the holiday is observed under the appropriate multi-employer area agreement but will be compensated as follows:

1. If the holiday is recognized for other employers under the appropriate multi-employer area agreement the employee will be compensated in accordance with practice under that agreement.
2. If the holiday is not recognized under the appropriate multi-employer area agreement the employee will be excused without pay.
3. Notwithstanding 1 and 2 above, each prevailing rate employee shall be extended the option of charging any unpaid holiday under 1 or 2 above to earned Vacation or Personal Leave accrued to the employee's credit on the date of the holiday.

C. Holiday Work

In the event that work is required of an employee on any holiday recognized by the employing institution or agency:

1. Employees in prevailing wage rate groups will be compensated in accordance with prevailing practice on those holidays designated in the appropriate multi-employer area agreement.
2. Other nonexempt employees, as defined by the Fair Labor Standards Act (including prevailing rate employees for holidays not designated in the appropriate multi-employer area agreement), in addition to regular compensation, will receive additional payment at the rate of time and one-half, or, if mutually agreed to, by time off at the rate of time and one-half.

D. Holiday on Nonwork Day

For employees who normally work a Monday-through-Friday schedule, holidays which fall on a calendar Saturday will be observed on the preceding day, and holidays which fall on a calendar Sunday will be observed on the following day. Employees who normally work other than a Monday-through-Friday schedule, and who are not scheduled to work on a calendar holiday, will receive, as necessary operations permit, either (1) a scheduled work day off within two weeks of the recognized holiday, or (2) an additional day's pay at the regular rate.

#### **IV. PAID LEAVE**

A. Initial Probationary Period

That employees' use of earned vacation (either days taken or paid days) during probationary period be permitted. If separation occurs during the probationary period, no penalty is imposed. (Approved by the Merit Board at its Ninety-First meeting, November 10, 1982.)

B. Vacation and Personal Leave

1. Each employee who is nonexempt under the Fair Labor Standards Act, and each employee who is exempt as an executive or administrative employee but who (1) is required to work a fixed shift and (2) receives overtime compensation if required to perform overtime shall earn Vacation and Personal Leave at the rate which is shown opposite the employee's service years in Schedule A.

**SCHEDULE A**

<i>Years of Service Completed</i>		<i>Rate Earned Per Hour of Pay-Status Service (Exclusive of Overtime)</i>		<i>Approximate Leave Days Earned in One Year</i>
<i>At Least</i>	<i>Not More Than</i>			
0	3	.0462		12
3	6	.0577		15
6	9	.0692		18
9	14	.0808		21
14		.0962		25

2. Each employee who is (1) an executive, administrative, or professional employee as defined under the Fair Labor Standards Act, (2) not provided with a fixed or rigid daily and weekly schedule, and (3) required to discharge duties, the discharge of which usually requires a certain amount of flexibility in such schedule, shall earn Vacation and Personal Leave at the rate which is shown opposite the employee's service years in Schedule B.

**SCHEDULE B**

<i>Years of Service Completed</i>		<i>Rate Earned Per Hour of Pay-Status Service (Exclusive of Overtime)</i>		<i>Approximate Leave Days Earned in One Year</i>
<i>At Least</i>	<i>Not More Than</i>			
0	3	.0962		25
3	6	.1000		26
6	9	.1038		27
9		.1077		28

3. An employee may accumulate at the employee's then current earning rate an amount of leave equal to that earned in two service years but upon reaching this accumulation will cease to earn leave except as the accumulation is reduced.
4. Institutions with present Vacation and Personal Leave plans which differ from the above shall move to these schedules after due notice to employees and shall place each present employee on the service year step of the above schedules that will most nearly preserve the employee's present earning rate of Vacation and Personal Leave.
5. Each institution shall issue appropriate rules and administrative procedures to assure that within the total amount of Vacation and Personal Leave accumulated, employer operations permitting, periods of up to one or two days at a time will be granted an employee for personal reasons upon request of the employee and without the need for advance planning. Longer periods of vacation should be planned and scheduled by the institution after taking into account employee preferences.
6. Where there has been a break in service, the service year shall be computed as though all previous State service which qualified for earning of Vacation and Personal Leave benefits is continuous with present service, i.e., service during each separate period of employment, whether institution or other State service, shall be added together to arrive at total service. This provision is effective October 1, 1972. It applies to the future earning rate of eligible employees on the institution's rolls on this effective date as well as to those who enter or reenter institution service after that date. (Amendment approved and added by the Merit Board at its Fifty-Sixth meeting, October 30, 1972.)

C. Sick Leave

1. An eligible employee shall earn credit for Sick Leave with full pay at the rate of one work day for each month (23 days of service (.0462 per hour for each hour of pay-status service). The amount of leave accumulated at the time when illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
2. There shall be no limit in the amount of Sick Leave which may be accumulated.
3. An eligible employee may use accumulated Sick Leave only when an employee is ill or injured or obtaining medical or dental consultation or treatment. Each institution shall reserve the right to require acceptable evidence of disability before allowing the use of Sick Leave.
4. Use of Sick Leave shall be limited to illness for employee, spouse and/or children. Exceptions and applications of this policy beyond spouse and children, e.g., members of household, may be granted.
5. A former employee who separates in good standing and returns to employment within two years, shall have former accrued Sick Leave restored. (Paragraphs 4 and 5 approved and added by the Merit Board at its Eighty-Fourth meeting, June 11, 1980.)

D. Funeral Leave

Approval, with pay, will be granted to an eligible employee for a leave of up to three work days for the death of a member of the employee's immediate family, household, in-laws, and/or grandparents of immediate family; and of one day to attend the funeral of a relative outside the employee's immediate family or household.

Immediate family is defined as: father, mother, sister, brother, spouse, and children. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. (Amended and approved at the Seventy-Third meeting of the Merit Board, September 27, 1977.)

E. Jury Duty

An eligible employee shall be granted a leave of absence without loss of pay when called for Jury Duty service.

F. Military Training

Leave of absence with pay shall be granted in accordance with the Military Leave of Absence Act (5 ILCS 325/1) to an eligible employee for military training who is a member of any reserve component of the United States Armed Forces, including the Illinois National Guard. The length of the leave with pay for training will not exceed



standards established by federal or state regulations for training activities required to maintain standing in the above military units. During leaves for military training, the employee shall be eligible for compensation and benefit programs in accordance with applicable state and federal regulations. (Approved by the Merit Board at its One-Hundred and Fifty-Ninth meeting, November 16, 2005.)

G. Mobilized to Active Duty

Leave of absence with pay shall be granted in accordance with the Military Leave of Absence Act (5 ILCS 325/1) and section 36g of the State Universities Civil Service Act (110 ILCS 70/36g) to an eligible employee who is a member of any reserve component of the United States Armed Forces, including the Illinois National Guard or Illinois State Militia who is mobilized to active duty. During leaves for active duty, the employee shall be eligible for compensation and benefit programs in accordance with applicable state and federal regulations. (Approved by the Merit Board at its One-Hundred and Fifty-Ninth meeting, November 16, 2005.)

H. Excused Absence

Rules providing for excused absence with pay shall be issued by the governing board of each institution or agency or by an official to whom delegation has been made as the institution or agency determines to be in its best interest. Reasonable limitations on such excused absences shall be included.

**V. EDUCATIONAL BENEFITS**

Tuition and fee waiver shall be granted by each institution to an eligible employee of that institution or of any other institution or agency named in Section 36e of the civil service statute who enrolls in courses up to the following maxima in any semester or quarter.

Full-time employee.....	6 hours or 2 courses
3/4-time employee.....	4 hours
1/2-time employee.....	3 hours

These maxima are employee benefit limitations and do not apply to enrollment in approved work-related training programs, the purpose of which is to improve University services. The fees which will be waived include registration fees and admission fees, and, in the case of an institution's own employees, no charge will be made for service type fees such as those imposed to secure revenue for bond retirement, etc. These latter (i.e., service type) fees will not be waived for an employee of another institution. Employees may enroll for class work during regular working hours for only one course and only as approved by their supervisors and then if the course is only offered during working hours. When such permission is granted the employee will make up time (1) working outside of the employee's regularly scheduled hours as approved by the employee's supervisor or (2) deducting the time spent in class from the employee's accumulated Vacation and Personal Leave. A student as defined in Rule 250.70(f)(3) is not eligible for a status appointment and may not be granted tuition or fee waivers as an employee benefit.

**VI. TRANSFER OF BENEFIT CREDITS**

A current status employee within the System who is selected for employment by another institution within the System and enters on such employment without break in service will be (1) credited by the hiring institution with that amount of accumulated Sick Leave which the employee had credit on the last day of service with their previous System employer and (2) granted eligibility by the hiring institution to earn future Vacation and Personal Leave benefits based upon the employee's total continuous service to a previous System employer as computed by that employer.

The effective date of this Policy shall be July 1, 1970.

## C-JASI Feedback Report for Office Support Specialist

Of the 279 employees surveyed, 126 (45.16%) completed the survey.

Report based on All Data

### I. Demographic Information

Gender	Male	Female							
	13.49%	86.51%							
Ethnicity	Am. Indian	Asian	White	Black	Hispanic	Other			
	0.79%	1.59%	88.89%	3.97%	3.17%	1.59%			
Education	< 8	8	9 - 12	HS	< 2-College	< 4-College	Bachelor's	Master's	Doctorate
	0.0%	0.0%	0.79%	17.46%	18.25%	4.76%	25.40%	19.05%	14.29%
Average Tenure	8.41								

### II. Task Ratings

Importance ratings range from 1 (extremely unimportant) to 5 (extremely important). Frequency ratings range from 1 (rarely) to 6 (more than once a day).

	Task	Yes	No	Importance	Frequency	Std Imp	Std Freq
1374	Screens calls and visitors for a(n) department/unit/principal(s); determines needs and personally handles routine inquiries, requests, or problems.	91.3%	8.7%	4.63	4.65	0.74	2.10
1375	Reviews principal(s)' incoming mail, responding to routine items independently and distributing remainder to the principal(s).	65.9%	34.1%	4.34	4.24	0.86	1.86
1376	Composes correspondence and reports requiring knowledge of the activities of the principal(s) and/or the procedures of the unit.	72.2%	27.8%	4.75	3.84	0.57	1.77
1377	Coordinates and schedules package/freight shipments	65.9%	34.1%	3.94	2.53	1.02	1.40
1378	Maintains a calendar of operating or administrative commitments and notifies the principal(s) and/or affected staff of deadlines.	77.8%	22.2%	4.77	4.19	0.53	1.98
1379	Coordinates unit operational projects, meetings, conferences, and/or travel arrangements and monitors and expedites progress.	70.6%	29.4%	4.67	2.89	0.58	1.56
1380	Establishes, modifies, and/or supervises the maintenance of comprehensive file and record systems for a large and complex unit, which may include confidential materials.	81.0%	19.0%	4.81	4.27	0.42	1.95
1381	Keyboards confidential and/or technical material; transcribes and/or records verbatim material.	72.2%	27.8%	4.64	3.63	0.59	1.87

1382	Makes cost estimates and comparisons for goods and services; independently makes general supply purchases and researches products, obtains quotes and makes purchasing recommendations for higher cost items.	59.5%	40.5%	4.44	2.71	0.78	1.23
1383	Maintains records of unit fiscal transactions involving a variety of accounts and provides advice regarding the appropriateness of requested expenditures.	47.6%	52.4%	4.78	3.37	0.49	1.56
1384	Coordinates website maintenance for the unit and updates social media accounts; compiles, summarizes, organizes, and distributes information from a variety of sources for use in reports, brochures and publications which may include collecting and writing material for print or electronic newsletters.	34.9%	65.1%	4.43	2.61	0.82	1.60
1385	Accompanies the principal(s) and/or attends meetings participating as requested	61.1%	38.9%	4.14	1.94	1.00	1.06
1386	Gathers, provides, and interprets information through the identification and selection of appropriate sources; initiates contacts to clarify subjective information.	68.3%	31.7%	4.52	3.85	0.71	1.84
1387	Plans, organizes, assigns, and reviews the work of the unit's clerical staff and participates in their selection, training, and evaluation.	29.4%	70.6%	4.35	3.05	0.79	1.84

### III. KSA Results

	Clerical		Deductive Reasoning		English Language		Guiding, Directing, and Motivating Subordinates		Inductive Reasoning		Information Ordering		Interacting With Computers		Judgment and Decision Making		Management of Material Resources		Mathematics		Reading Comprehension		Writing	
	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
1374	4.37	0.93	4.34	0.78	4.59	0.77	3.67	1.12	4.13	0.89	4.07	0.99	4.42	0.87	4.32	0.84	3.94	0.96	3.02	1.03	4.49	0.82	4.13	0.94
1375	4.28	1.01	4.14	0.91	4.43	0.85	3.49	1.16	4.09	0.96	3.99	0.98	4.12	0.95	4.15	0.99	3.81	1.19	3.08	1.07	4.53	0.82	4.20	1.04
1376	4.63	0.74	4.38	0.8	4.71	0.74	3.47	1.28	4.23	0.91	4.20	1	4.54	0.78	4.20	0.93	3.96	0.95	3.27	1.06	4.71	0.72	4.59	0.82
1377	4.03	0.94	3.91	0.99	4.12	0.88	3.29	1.16	3.92	1	4.09	0.79	4.00	0.95	4.07	0.8	3.96	0.88	3.54	0.92	4.07	0.88	3.87	0.95
1378	4.37	0.96	4.23	0.95	4.36	0.92	3.50	1.25	4.19	0.95	4.26	0.92	4.41	0.8	4.18	0.94	3.93	1.05	3.10	1.08	4.39	0.88	4.15	0.92
1379	4.52	0.68	4.28	0.9	4.48	0.8	3.57	1.21	4.28	0.93	4.20	1	4.48	0.83	4.48	0.84	4.14	1.06	3.61	1.22	4.47	0.79	4.30	0.88
1380	4.69	0.71	4.29	0.83	4.53	0.81	3.58	1.18	4.26	0.86	4.57	0.77	4.51	0.77	4.24	0.87	4.11	0.96	3.31	1.06	4.52	0.75	4.06	1.04
1381	4.62	0.67	4.03	1.15	4.62	0.67	3.48	1.27	4.04	1.1	4.19	0.98	4.61	0.74	4.08	1.05	3.81	1.18	3.21	1.26	4.62	0.68	4.45	0.87
1382	4.15	0.83	4.26	0.8	4.21	0.95	3.72	1.02	4.16	0.93	4.23	0.97	4.39	0.82	4.41	0.77	4.38	0.77	4.24	0.86	4.32	0.8	3.98	0.98
1383	4.53	0.85	4.27	1.01	4.27	0.94	3.79	1.22	4.19	1.04	4.37	1.01	4.54	0.8	4.35	0.87	4.12	1.01	4.45	0.85	4.38	0.85	4.04	1.07
1384	4.24	0.75	4.06	0.84	4.67	0.53	3.26	1.15	3.88	0.88	4.37	0.79	4.84	0.37	4.11	0.8	3.69	1	3.29	1.12	4.66	0.53	4.74	0.5
1385	4.03	0.97	4.13	0.92	4.46	0.72	3.72	1.17	4.13	0.92	3.92	1	3.88	1	4.04	1.03	3.78	1.14	3.17	1.24	4.28	0.86	4.32	0.86
1386	4.37	0.81	4.47	0.84	4.47	0.75	3.66	1.2	4.37	0.88	4.20	0.93	4.40	0.75	4.29	0.71	4.06	0.93	3.38	1.26	4.54	0.73	4.33	0.82
1387	4.42	1.12	4.20	0.96	4.58	0.83	4.41	1.04	4.20	1	4.07	0.92	4.21	1.01	4.33	0.92	3.85	1.05	3.39	1.08	4.40	0.89	4.30	0.87

### IV. Summary Category

Please indicate the minimum typing speed you believe should be required in order to perform this job? -	
20 words/minute	6.35%
30 words/minute	19.84%
40 words/minute	37.30%
More than 40 words/minute	19.05%
Typing speed is not relevant to this job	17.46%

#### IV. Minimum Requirements

In this section, employees indicated what they believed to be the minimum qualifications for a new hire in this classification. For work experience, employees could select up to three occupational areas where previous experience would be beneficial for this classification.

<u>Education Requirement</u>	<b>Percentage</b>
Doctorate's Degree	0.00%
Master's Degree	0.00%
Bachelor's Degree	9.52%
Third or Fourth Year of College Completed	3.18%
First or Second Year of College Completed (Associate's Degree)	38.89%
High School Graduate	46.03%
Grades 9 through 12 Completed	0.00%
Grade 8 Completed	0.00%
Under 8 Years Completed	0.00%

<u>Work Experience</u>	<b>Percentage</b>	<b>Average Years</b>
Architecture and Engineering	1.59%	1.00
Business and Financial Operations	24.60%	1.97
Community and Social Services	3.17%	1.00
Computer and Mathematical	19.84%	2.48
Construction and Extraction	0.79%	0.00
Education, Training, and Library	13.49%	1.94
Healthcare Practitioner and Technical	0.79%	0.00
Healthcare Support	4.76%	1.17
Legal	2.38%	0.67
Life, Physical, and Social Science	3.17%	1.00
Management	8.73%	2.09
Office and Administrative Support	93.65%	2.36
Other	5.56%	1.14

Personal Care and Service	1.59%	3.00
Production	1.59%	3.00